



EXAMINATION OPEN TO THE PUBLIC

MOTOR VEHICLE OPERATOR LICENSE AGENT

ANNUAL \$46,692
SALARY: \$61,645

SALARY
GROUP: PS 10

APPLICATION CLOSING
DATE: JUNE 11, 2012

EXAM
NO: 1211700CJR

PURPOSE OF CLASS: In the Department of Motor Vehicles, Branch Operations, this class is accountable for independently performing a full range of tasks in the administration of motor vehicle operator licenses and licensing and regulation of commercial and secondary driving school functions.

EXAMPLES OF DUTIES: Conducts a variety of examinations including written, oral, eyesight and road driving skills at departmental offices or other designated locations; scores examinations, notifies applicants of examination results; answers questions about motor vehicle laws, regulations, policies and procedures from applicants and/or other members of the public; maintains records of examination results; prepares reports of activities as necessary; performs safety check of vehicles; notifies vehicle owner of any problems observed; reviews and approves all documents required for those individuals applying for license to operate a driving school; inspects driving school facilities for initial approval and on an ongoing basis; inspects driver training vehicles; certifies driving school instructors initially and on an ongoing basis; monitors classroom and behind the wheel training given to students; monitors insurance status of driving schools and reports violations to appropriate agency authority; applies enforcement actions as directed in all areas relating to Motor Vehicle law and/or regulatory violations encountered relevant to driving school operation; may perform vehicle safety inspections; may address driving school classes about such topics as motor vehicle safety, safe driving and motor vehicle laws and regulations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JUNE 11, 2012:**

GENERAL EXPERIENCE: Three years of experience in the field of education, training or other academic instruction, law enforcement or business providing instruction, handling customer complaints and resolving customer relations problems. [Note: Dealing with the public, providing instruction, handling customer complaints and resolving customer relations problems must have been the primary focus of your job and have involved the majority (more than 50%) of your time.]

SUBSTITUTIONS ALLOWED: (1) College training in the field of education, law enforcement, communications, or a closely related field, may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years. (2) Graduation from an accredited vocational technical school specializing in automotive mechanical repairs may be substituted for one year of the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license. At the time of appointment incumbents must also possess and during the course of employment maintain a motor vehicle driving record satisfactory to the Commissioner of Motor Vehicles.

PHYSICAL REQUIREMENTS: Incumbents in this class must be in good health and must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to effectively perform the duties of the class. Considerable physical exertion may be required. Incumbents must maintain physical ability to stand for prolonged periods of time.

WORKING CONDITIONS: Incumbents in this class may be exposed to some degree of injury from conducting road tests and moderately disagreeable conditions encountered working outdoors.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of parts, equipment and mechanical operation of motor vehicles; knowledge of safe driving and vehicle safety techniques and standards; interpersonal skills; oral and written communication skills; ability to administer and evaluate a variety of examinations; ability to deal effectively with others.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: THURSDAY, AUGUST 2, 2012.

(Reserve the whole day as the exam may be held in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by June 11, 2012. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.